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SUBJECT: Report on DD/I and DD/P Conference at Operation Alert 1958

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- (1) When the DD/I personnel expansion program has been determined, OS will be in position to include the clearance load in its emergency clearance program.
- (2) The OS is in position to review DD/I war plans to insure adequate security support and inclusion of security measures. Coordination should be made at the earliest date possible. [REDACTED] DD/I Planner, stated that he was pleased to learn that OS had plans to assist and that DD/I plans would be coordinated during the draft stage.
- (3) In terms of overseas build-up of wartime personnel strength, consideration should be given to levying emergency travel requests on the Air Force.
- (4) Study should be continued and action taken, where necessary, to provide assistance and guidance to field stations on survival-in-place and as other related nuclear matters in case of attack.
- (5) From an OS standpoint, attendance at the conference was very beneficial.
  - (a) Permitted OS planners to learn first hand, the present status of DD/I planning. (Actually this was the beginning.)
  - (b) Permitted OS planners to get an insight on probable DD/I plans.
  - (c) Opportunity for OS to give beneficial security guidance during the initial planning stage of DD/I.

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S E C R E T

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11 July 1958

MEMORANDUM FOR: Colonel Edwards,

*and all o/s*

SUBJECT

: Instructions Concerning Participation in  
Operation Alert 1958

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1. Attached for your information is a copy of a memorandum dated 10 July 1958 by the Deputy Director (Support) giving instructions for participation in Operation Alert 1958. You will note in Paragraph 1 j (1) that the Office of Security will provide patrols to check on the security of work areas during non-work hours. It is understood that the guard force at ERC makes periodic patrols during non-working hours. This may allow the Security Night Duty Officers to make less frequent checks; however, this matter will be decided at the site.

✓ 2. You have been informally advised of your method of transportation by the Executive Officer. If there is any doubt in your mind as to whether you are to drive or with whom you are to ride or who are to be your passengers, you should contact the Executive Officer immediately.

✓ 3. All participants are instructed to report for duty at Headquarters on Wednesday, 16 July, at 8:30 a.m. and then leave as soon as possible thereafter for the ERC. The Exercise will terminate on Friday, 18 July, and return transportation will be the same as that afforded to the site.

4. You should take any necessary toilet articles, including towels and soap. Wearing apparel should be light summer clothing. Rain coats should be taken. Adequate sleeping accommodations and meals will be furnished at no cost by the Government during this Exercise.



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**S E C R E T**

6. If any participant has any questions whatsoever concerning his participation, he should consult the Executive Officer prior to 16 July 1958.

**FOR THE DIRECTOR OF SECURITY:**



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**Executive Officer**

**Attachment**

**S E C R E T**

DD/S-58-2707

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10 July 1958

MEMORANDUM TO: Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Support)  
Deputy Director (Coordination)

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SUBJECT : Instructions for Participation in Operation  
Alert 1958.

1. The following procedural information and instructions are set forth for the guidance of all individuals and organizational elements concerned with the exercise:

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a. The relocation phase of the exercise will take place at the [redacted]. It will commence at 8:30 A. M. (Eastern Standard Time) 16 July 1958 and will terminate at 4:00 P. M. (Eastern Standard Time) 16 July 1958.

b. Transportation to and from the emergency relocation center will be by private vehicles of the participants, pursuant to arrangements made within each of the component offices.

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c. Participants in the exercise will proceed to the [redacted] via routes indicated on Annex A to the current Instructions for Assembling of Emergency Force (Memorandum for Deputy Director (Plans), Deputy Director (Intelligence), and Deputy Director (Support), dated 20 January 1956). They will report to the new main entrance gate of [redacted] (which was formerly known as the rear gate). Signs and arrows indicating the location of this entrance gate will be in plain view to guide them as they approach [redacted]. Upon reporting, they will be given instructions as to how to proceed within the emergency relocation center.

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d. Admittance to the emergency relocation center will be by Headquarters badge. Only badges of personnel whose badge numbers have been previously registered as duly authorized participants will be honored.

e. Mileage at established Agency rates will be paid to each participant who drives his private automobile between Headquarters and the site of the exercise. In lieu of per diem, subsistence and quarters will be furnished at Government expense to the participants throughout the exercise. Hours of duty at the site will

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correspond to hours of duty during the normal work day at Headquarters. Overtime compensation or compensatory time off will not be authorized for duties performed during the regular Monday through Friday work week. A blanket Travel Order covering travel in connection with the exercise is being issued. The Travel Order Number is WTC-21-59, Allotment Account Number 9-5101-30-001.

Copy  
6. Participants are to advise their families that they will be away in connection with the Alert without disclosing the location of the Center. Families may be advised that in the event of a family emergency, the participant can be reached by calling BX 3-6115, Extension 2131 (Security Office 24-hour-a-day number), and asking for the individual, stating that he is on the Alert exercise. The security Office will then contact the Relocation Center and relay this information.

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7. In the event a personal emergency necessitates a telephone call from the Center to the outside, the emergency relocation center Security Office will be contacted to arrange for the use of a telephone which will not identify the origin of the call. The use of other telephones, either in the Center or its general vicinity, is not permitted for personal calls. Unauthorized personal mail or telegraph communication is prohibited.

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8. Participants in Operation Alert 1950 are advised that the majority of the service personnel of the emergency relocation center (cafeteria help and chair force, etc.) are unwitting of the affiliation of headquarters with the Center. These employees are not cleared for access to classified material. Accordingly, extreme care must be taken to prevent disclosure of this connection to any unauthorized personnel.

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9. All participants will observe the precaution that no information will be given to representatives of the press or other media of public information concerning participation by this Agency in the exercise. If asked any questions on this subject by such representatives, Agency personnel will give a "no comment" response.

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11 j. In general, the same security procedures in effect at Headquarters will prevail at the Center.

g (1) Each component is responsible for the security of its own area, insuring that classified material is properly protected. It will be the responsibility of each component to ensure that the work area occupied by it is made secure at the close of the work day. The Office of Security will provide patrols to check on the security of work areas during non-working hours. *as stated*

h (2) Paper sacks will be provided for classified waste and will be collected from designated points daily by a Security Office representative. In the event of a large volume of classified waste requiring special handling, the Security Office should be notified.

i (3) Any known or suspected violation of security must be reported immediately to the Security Office. *as indicated*

j (4) Cameras (except those used for official business) are not permitted in the Center.

k (5) Classified information will not be discussed over the telephone or outside office areas.

l (6) Loose talk must be avoided. Classified matters will not be discussed outside of office areas.

12 m. All of the participants will be required to live in the quarters assigned them at the relocation site. They will be permitted to return to the Washington area only in case of family emergency, or when directed to do so by the senior representative of their respective Deputy Directors at the relocation site for reasons of official business. They may, when not on actual duty at the site, be permitted to leave the premises and go to the neighboring town, provided this is done with the permission of the senior representatives of their respective Deputy Directors on duty at the premises. This privilege will be extended on a controlled basis consistent with principles of security.

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13 l. No personal visitors will be permitted at the Center. Official visitors will be required to identify themselves and will be given visitor badges or passes. For convenience, it is requested that the emergency relocation center Security Office be notified of anticipated official visitors.

14 m. The Security Office at [redacted] the emergency relocation center will be manned 24 hours each day of the Alert to assist in all security matters.

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*omit*  
n. Laundry facilities at the site are not sufficient to accommodate personal laundry. Participants are requested to bring sufficient changes of clothing to last them during the exercise, and also to bring their own towels and soap.

15 o. All personnel requiring special medication or prescriptioned eyeglasses are requested to carry with them prescribed information relating to their personal requirements.

*omit*  
p. The National Security Council Staff will be present at our relocation site during the exercise and will participate in its own exercise along lines which have not as yet been determined. It is considered likely that there will be at least one meeting of the NSC Planning Board Assistants scheduled to take place at our relocation site during the exercise.

[redacted]  
FOIAB3B

L. K. White  
Deputy Director  
(Support)

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S E C R E T

**Page Denied**



13 June 1958

MEMORANDUM FOR: CIA Emergency Planning Officer

SUBJECT: Operation Alert 1958

1. Pursuant to your oral request of a representative of this Office, following is a statement of the subjects in which the Office of Security will participate during the Exercise:

a. The Office of Security will implement and control security rules, procedures and practices to insure the security of the Operation.

b. The Office of Security will engage in study and discussion groups on the subject of the proposed revised Emergency Relocation Plan as was recently submitted by the CIA Emergency Planning Officer for our consideration.

2. With respect to your request for the names of, and other information concerning the security personnel who will participate in the Exercise, we are not able to supply this information until we are advised of the approximate total number of people who will participate in the Exercise and the approximate apportionment of this total between Sites  We should also be advised as to whether the registration procedure will be similar to the one used at the last Exercise, i. e., will all registration be at one site or will it be divided between two sites?

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Sheffield Edwards  
Director of Security

Distribution:

Orig. & 1 - Adse.

1 - Operation Alert 1958 File ✓

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OS/CFH:skh (13 June 58)